



TOWN OF UPTON, MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

Water and Wastewater Supervisor

The Town of Upton seeks to fill the full-time position (40 hours/week) of **Water and Wastewater Supervisor**, who will report to the DPW Director. The Water and Wastewater Supervisor is responsible for conducting supervisory and technical work in the operation of the DPW Water and Wastewater division. Position runs both water and wastewater treatment plant operations, conducts general maintenance and makes repairs to treatment facility. Reports on monthly activities; financial (chemical and utility expenses, capital expenditures, operating monthly budgets) and technical (to state agencies as required for water quality, supply quantities and chemical and biological contaminants). Prepares yearly report on water quality as required by MA DEP. Analyzes test results to determine the chemical and biological properties of the water and wastewater processed by the water and wastewater department. Detects and arranges for in-house personnel and external contractors to repair leaks in water mains and water service lines to buildings and residences. Organizes and directs the flushing of water lines and fire hydrants twice a year, correcting any problems with hydrant draining or valve operation. Performs general maintenance and arranges repairs to the pumping systems, stations and water storage tanks. Schedules meter readings and makes water meter repairs, performs backflow preventive testing for residents. Performs general maintenance and arranges repairs to wastewater system piping and wastewater transfer stations. Assists with preparation of the annual operating and capital budgets, recommends specifications for new equipment. Approves new connections. Performs similar or related work as required or as the situation dictates.

Recommended Minimum Qualifications:

Requires a Bachelor's degree in civil/environmental engineering, environmental science, or a related field with three to five years of experience; supervisory experience highly desirable; or any equivalent combination of education and experience. A valid Massachusetts Class D, Full 5C Wastewater License, Full D-2 Water Distribution and T-1 Water Treatment License, Backflow Tester License and Wastewater License either 6-C or 7-C are preferred but not required.

Work Schedule: The position requires 40 hours/week 7:00 AM – 3:30 PM Monday through Friday. Starting Salary: \$39.73/hour plus benefits.

Review of applicants will begin on November 23, 2020, applications will be accepted until position is filled. Please return completed application in **one** attachment to jobs@uptonma.gov

Additional information can be found at uptonma.gov AA/EOE

HUMAN RESOURCES DIRECTOR
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